

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*“Honoring California’s Veterans”*

## **COOK SPECIALIST II**

**Permanent, Full –Time**

**\$2659 - \$3233 Monthly**

**3 positions available**

**Final File: Until Filled**

### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

**See Page 2**

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**Page 2**

**Duties and Responsibilities: (Duties will be commensurate with the final candidate selection)**

Under the general supervision of the Food Services Supervisor I:

- Prepares, cooks and dispenses food for breakfast, dinner and supper. Serves meals for main dining room cafeteria as needed. Follows cook's work assignment schedule provided by the Food Services Supervisor I. Cooks a variety of foods, following standardized recipes and methods of preparation. Checks food items for color, appearance and taste to insure that food quality is of the highest standard. Participates in testing new recipes for menu adaptation. Portions food for kitchen and cafeteria in correct amounts per meal orders. Reads and follows posted menus for regular and modified therapeutic diets.
- Cleans and maintains culinary utensils, equipment and work areas. Follows daily cleaning schedule. Reports repair and maintenance needs to the supervisor. Instructs and supervises Cook Specialist I and other culinary workers in food preparation and reports progress to the supervisor. In the absence of the Food Services Supervisor I, assumes responsibility of the supervisor. Acts as lead person.
- Attends group meetings as scheduled and receives instructions from the Food Services Supervisor I. Attends in-service training as related. Receives food items during absence of the Stock Clerk, Maintenance or Services Occupational Trainee. Plans work schedules in the absence of the Food Services Supervisor I as needed.

**How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 10900 Telephone Rd., Ventura, CA 93004, Attn: Maria Gonzalez– M80 #007V 09/10.** All State applications must be postmarked no later than the final filing date.

**Note: In Line #12** on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement. Failure to do so could result in being rejected from the interview process. Also, you must reference position #576-313-2184-001.

**Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Maria Gonzalez, Human Resources Office, at (805) 659-7504.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. 576-313-2184-001 RELEASED: 3.08.10